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*Office Memorandum* • UNITED STATES GOVERNMENT

Acting

TO : Chief of Logistics

DATE: 30 April 1953

FROM : Chief, Real Estate &amp; Construction Division

SUBJECT: Weekly Activity Report  
24 April to date1. General:

- a. Space for the I&S Office in [REDACTED] (Continued Item - 23 April 1953) No Change. 25X1A6a
- b. Quarters for Commo Personnel on [REDACTED] (Continued Item - 23 April 1953) No Change. Further action on this matter requires top level clarification of policy between this Agency and [REDACTED] 25X1A6a  
25X1C4a
- c. Preparation of Agency Regulations:- Continued progress.

2. Projects and Studies in Process:a. Construction & Utilities:

- (4) (1) Project [REDACTED] (Commo):- Progress of construction continuing. Right-of-way for power line is no longer required inasmuch as underground system has now been determined the most feasible method of obtaining power for the station. 25X1A2g

(2) Project [REDACTED] :- (Continued Item - 23 April 1953) No Change. 25X1A2g

FOIAb3b1

(a) Seven contractors formulating bids on building construction contract.

(b) Plans and specifications nearing completion for antennae and power cable contract.

(c) Project pending signature of DCI.

(4)



25X1A2g

(b) Pending decision as to location

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25X1A2g

- ① (5) Project [REDACTED] :- (Continued  
Item - 23 April 1953) No Change.

25X1A2g

- ② (6) Project [REDACTED] (Training):-

(a) All vouchers covering construction contract are now in the hands of Finance Division with one exception in the amount of \$100.

(b) Final payment to the Architect-Engineer Contractor pending final audit by Finance Division.

- ③ (c) Estimate being prepared for inclusion by Training in PRC presentation covering construction of Female Student Quarters (to house 20 students).

25X1A2g

- (7) Project [REDACTED] (Commo):- Revised specifications received from Commo with indication that a request to proceed with contract negotiations and construction will be forwarded this week.

25X1A6a

- (8) [REDACTED] Commo:-

25X1A6a

(a) Survey of Water Supply System:- Division representatives revisited site for a more complete survey on 29 April, report will follow.

(b) Commo Laboratory:- Requirements not received as of 5:00 p.m. 29 April. Commo promises requirements by 30 April. Construction estimate to be prepared for inclusion in PRC presentation by Commo. See Item 8 (b) below for extension of [REDACTED] lease. 25X1A6a

25X1A6a

- (9) [REDACTED] - Further qualifications and details on estimate from [REDACTED] coordinated with C&R. 25X1C4a

b. Real Estate:-

25X1A6a

- (1) Use of [REDACTED] (Commo):-  
(Continued item) No change - 23 April 1953.

FOIAb3b1

- (2) [REDACTED] (Continued item)  
No change - 23 April 1953.

25X1A7b

- (3) Eight additional dependent houses for [REDACTED]  
(Continued item) No change - 23 April 1953.

25X1A6a

- (4) Extension of [REDACTED] for use as office space by NEA/DD/P:- (Continued item) No change - 23 April 1953.

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- (5) Lease of 30 houses and Bachelor Officer Quarters for [REDACTED] - Action concluded. 25X1A7b
- (6) Installation of vault in I&S, [REDACTED] (Continued Item) No change - 23 April 1953. 25X1A6a
- (7) Metropolitan Area Warehouse:-
- 25X1A6a (a) [REDACTED] Warehouse:- Preliminary negotiations with owner regarding improvements and restoration will commence today.
- 25X1A6a (b) [REDACTED] Warehouse:- Request forwarded to owner for a meeting to negotiate for extension of lease for one year with 30 days cancellation notice. General Services Office has this Division's file in order to prepare a study pertaining to the continued use of warehouse building as a record center.
- 25X1A6a (c) [REDACTED] Warehouse:- Estimates for auxiliary building and outside storage area requirements not received. Division's representative meeting each week with other Offices and Divisions regarding requirements and occupancy problems.
- (8) Office space for [REDACTED] (Continued item) No change - 23 April 1953. 25X1A6a
- (9) Storage area for Mobile Communications Equipment (Commo):- Action concluded.
- 25X1C4a (10) [REDACTED]
- 25X1A6a (11) Acquisition of additional space in [REDACTED] for DD/P:- (Continued item) No change - 23 April 1953.
- 25X1C4a (12) [REDACTED]
- (13) SR requirement for 10,000 acres of land for a training area:- Written requirements have been promised this office by Admin/DD/P. However, plans are being made to [REDACTED]
- 25X1A6a
- 25X1A6a (14) Purchase of house at [REDACTED] at cost of approximately \$40,000:- (Continued item) - No change - 23 April 1953.

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3. Other Items of Interest: None.4. Special Problems:a. Approval of Projects by PRC:- (Continued Item) No Change -  
23 April 1953.b. Personnel:-

25X1A2g

On Duty - 18 which includes 2 Project Managers on TDY,  
Project [REDACTED]Actions in Process - 4 Civil Engineers; 1 Realty Officer;  
and 1 Clerk-Stenographer.5. Major Objectives:Starting DateTarget Datea. Establish Accountability System  
for Agency Real Property

Current

Depends upon  
release for  
issuance of  
regulations by  
Agency Regulation  
Staff.b. Prepare RE&C portion of CIA  
Regulation of Part 45.

Current

15 June 1953

c. Recruitment of Personnel.

Current

1 July 1953

d. Establish Training Program  
for RE&C Personnel.

Current

e. Supervise Planning and Con-  
struction of:(1)  
(2)  
(3)  
(4)

[REDACTED]

Current  
Current  
Current  
Current

25X1A2g

f. Establish procedures for  
obtaining support from other  
Government Agencies.

Current

g. Establish Field Inspection  
Program for Agency Real Property.

1 Nov. 1953

1 Dec. 1953

25X1A9a